



## Finance Department

Internal Audit & Licensing

Elijah Watkins – Manager - Business and Alcohol Licensing

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Dear Customer,

Prior to issuance of your Occupational Tax Certificate, compliance with the Georgia State Laws outlined below is required.

O.C.G.A 36-60-6(d)(2) states 'All subsequent renewals of a business license, occupation tax certificate, or other document, the person shall submit to the county or municipality his or her federal work authorization user number or assert that he or she is exempt from this requirement, provided that the federal work authorization user number provided for the renewal is the same federal work authorization user number as provided in the affidavit under paragraph (1) of this subsection. If the federal work authorization user number is different than the federal work authorization user number provided in the affidavit under paragraph (1) of this subsection, then the person shall be subject to the requirements of subsection (g) of this Code section.

To comply with O.C.G.A. 36-60-6(d)(2), one of the lines below, which are indicated at the bottom of your renewal, must be completed.

For more than 10 employees, please provide E-VERIFY Number \_\_\_\_\_

For 10 or less employees check here \_\_\_\_\_

**If one of the items above is not selected on your renewal, your occupational tax certificate will not be issued.**

To obtain additional information about Private Employers (E-VERIFY), go to the DeKalb County Business and Alcohol License website:

[http://www.co.dekalb.ga.us/finance/fin\\_BusinessAlcoholForms.html](http://www.co.dekalb.ga.us/finance/fin_BusinessAlcoholForms.html)

Go to the section entitled 'General Business Permits' and click on the link labeled

'What Your Business Needs to Know About E-VERIFY'

**O.C.G.A. 50-36-1(e)** states 'An agency or political subdivision providing or administering a public benefit shall require every applicant for such benefit to: (1) Provide at least one secure and verifiable document, as defined in Code Section 50-36-2; (2) Execute a signed and sworn affidavit verifying the applicant's lawful presence in the United States, which affidavit shall state: (A) The applicant is a United States citizen or legal permanent resident 18 years of age or older; or (B) The applicant is a qualified alien or nonimmigrant under the federal Immigration and Nationality Act, Title 8 U.S.C., 18 years of age or older lawfully present in the United States and provide the applicant's alien number issued by the Department of Homeland Security or other federal immigration agency'

To comply with O.C.G.A. 50-36-1(e), DeKalb County must receive an affidavit verifying status for county public benefit application and at least one secure and verifiable document from your business prior to issuing an occupational tax certificate.

To obtain a copy of the Affidavit Verifying Status for County Public Benefit Application (S.A.V.E.) and a list of secure and verifiable documents go to the DeKalb County Business and Alcohol License website: [http://www.co.dekalb.ga.us/finance/fin\\_BusinessAlcoholForms.html](http://www.co.dekalb.ga.us/finance/fin_BusinessAlcoholForms.html)


Go to the section entitled 'Renewals' and retrieve the SAVE affidavit from the paragraph Affidavit Verifying Status for County Public Benefit Application (S.A.V.E.) Please place your account number at the top right hand corner of each of the affidavits.

To obtain a list of secure and verifiable document from which you can select the document you will submit with your affidavit verifying status for county public benefit application, click on the link 'Secure and Verifiable Document List from the Office of the Attorney General'

Please submit the required affidavit and a copy of your secure and verifiable document with your completed occupational tax certificate payment.

**If the SAVE affidavit and associated identification is not provided, your occupational tax certificate will not be issued.**

For questions or concerns, please send e-mail [ewatkins@dekalbcountyga.gov](mailto:ewatkins@dekalbcountyga.gov) or call 1 404-371-2461 or 404-371-2772.

  
Elijah Watkins  
Business and Alcohol Licensing Manager